

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Park City Fire District Headquarters  
March 7, 2012

Called to order by Chairman Walker at 6:30 p.m.

**Commissioners Present:** Chairman Dianne Walker, Commissioner Robbie Beck, Commissioner Michael Howard, and Commissioner Liza Simpson.

**Fire District Personnel Present:** Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, Captain Shawn Winder, Eric Frey, Zach Smith, Patti Berry, Traci Madson, and Bill Pyper.

**Public Present:** Bill Silva

**I. Approval of Previous Meeting Minutes:** Chairman Walker called for a motion to approve the minutes of February 1, 2012, moved by Commissioner Howard, seconded by Commissioner Beck, passed by all.

**II. Public Input:**

**III. Commission Reports:**

- A. Correspondence: The Fire District received several thank you notes from patients regarding their ambulance transport and the excellent service they received. There is also a letter from BC Zwirn explaining a recent donor situation.
- B. Financials: All of the bills have been reviewed and signed. Chairman Walker reported that the auditors came during the Work Session and made a presentation. No material discrepancies were found. Commissioner Howard signed off on the audit report.
- C. Other:

**IV. Old Business:** None.

**V. New Business:**

- A. Executive Order III-I-1000, Emergency/Bereavement Leave policy. Patti Berry introduced a draft of this policy to review. It was also noted for the record that policy III-I-1001 does not exist. Patti will accept comments over the next two weeks.

**VI. Staff Reports and Input:**

- A. Chief Hewitt reported that the Fire District participated in a recent Tackle the Tower fundraiser and took first place.
- B. Chief Hewitt reported that Captain Doshier and several crews cooked and hosted a luncheon for the senior citizens.
- C. BC Huntzinger reported on an upcoming "Great American Shakeout" drill involving an earthquake scenario.
- D. Chief Hewitt reported that Captain Marsella would be purchasing new wildland firefighting gear.

**VII. Other:** Commissioner Beck gave an update on the ambulance that was donated and turned over to the Park City Rotary Club. A group recently went to Guatemala to build stoves and reported that the ambulance is there and is the only working ambulance, currently serving 30,000 people.

**VIII. Closed Executive Session:** Chairman Walker called for a motion to move into Closed Executive Session. Commissioner Simpson moved to go into Closed Executive Session, seconded by Commissioner Howard. Chairman Walker indicated in the affirmative; Commissioner Beck indicated in the affirmative; Commissioner Howard indicated in the affirmative; and Chairman Simpson indicated in the affirmative.

(A Closed Executive Session was held until 7:20 p.m.)

Commissioner Howard moved to reopen the Public Session, seconded by Commissioner Simpson, passed by all.

**IX. Public Session:** Chairman Walker reported that the Administrative Control Board would like to put ACB compensation on the next agenda, moved by Commissioner Howard, seconded by Commissioner Simpson, passed by all.

Commissioner Simpson voiced a concern on behalf of the ACB regarding pay compression at certain levels and would like the Compensation Committee to consider this. Chief Hewitt will meet with Commissioner Simpson to further define.

**X. Adjournment:** With no further business to come before the board, Chairman Walker called for a motion to adjourn, moved by Commissioner Simpson, seconded by Commissioner Beck, adjourned at 7:25 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held April 4, 2012, beginning at 6:30 p.m. at the Park City Fire District Administration Building, located at 736 Bitner Road, Park City, UT.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

*Prepared by: Traci Madson*